



MICHIGAN SUPREME COURT
MICHIGAN JUDICIAL INSTITUTE

Michigan Hall of Justice • PO Box 30205 • Lansing, MI 48909
Phone: (517) 373-7171 Fax: (517) 373-7615 Website: courts.michigan.gov/education/mji

SEMINAR ANNOUNCEMENT

February 24, 2016

Basic Interviewing, Counseling, and Communication Techniques Seminar

April 27 - April 29, 2016

**Ralph A. MacMullan Conference Center
Higgins Lake, Michigan**

DESCRIPTION

This seminar is held pursuant to Michigan Supreme Court Administrative Order 1985-5, which states, in part: "A probation officer/caseworker. . . must complete the Michigan Judicial Institute certification training for juvenile court staff within two years after date of employment." (Administrative Order No. 1985-5, § I.C.1.b.1.) Registration is limited to this specific staff.

LOGISTICS

On-site registration will take place from 12:30 to 12:55 p.m. on Wednesday, April 27. The seminar will begin promptly at 1:00 p.m.

Note: There will be a mandatory Wednesday evening session from 6:30 to 8:00 p.m.

Daily programming on Thursday, April 28 (8:30 a.m. to 4:30 p.m. -- with an *optional* evening session from 6:45 to 8:00 p.m.) and Friday, April 29 (8:30 a.m. to 3:30 p.m.) will consist of morning and afternoon presentations. Presentations will be followed by working group sessions moderated and guided by experienced counseling practitioners.

REGISTRATION PROCEDURE

The registration deadline for this seminar is **Friday, March 25, 2016**. The attached form (which may be duplicated) must be received by the Michigan Judicial Institute (MJI) on or before the deadline. Registration confirmation, travel directions, and other pertinent seminar materials will be forwarded to accepted participants immediately following the registration deadline.

MEALS AND LODGING

Meals: MJI will provide all seminar meals beginning with **lunch** at 12:00 noon on Wednesday, April 27. **Please let us know on the attached registration form if you will arrive by noon for lunch on Wednesday.** Meals will be provided through **lunch** on Friday, April 29.

Lodging: Will be provided Wednesday and Thursday evenings. All rooms are nonsmoking, double-occupancy. Lodging is available for all participants.

Space limitations prohibit lodging for, or accommodating, spouses, family, or friends of the seminar participants.

Depending upon enrollment, a limited number of single-occupancy rooms may be available on a first-come, first-served basis (based upon the date the registration form is received by MJJ) at the state per diem rate of \$37.50 per night, plus taxes. Payment for single-occupancy rooms must be made to the Ralph A. MacMullan Conference Center at the time of on-site registration. Payment for single-occupancy rooms may be made by check, Visa, or MasterCard. Participants interested in single-occupancy lodging should indicate that preference on the attached registration form. Requesting a single-occupancy room does not guarantee that you will receive single-occupancy lodging.

The facility accommodates persons with disabilities. If you require special accommodations due to a disability, please indicate your needs on the attached registration form.

THE RALPH A. MACMULLAN (RAM) CONFERENCE CENTER

The RAM Conference Center is a Department of Natural Resources facility, in a rustic setting on the shores of north Higgins Lake. Rooms are sparsely accommodated with two single beds, desk, and chest of drawers; very similar to college dorm rooms. Other accommodations include community bathrooms, by gender, with common shower stall and sink areas. Dispenser soap is provided, but individuals should bring their own toiletries.

See: <<http://www.michigan.gov/dnr/0,1607,7-153-10365-71716--,00.html>>

PLEASE DO NOT CONTACT THE RAM CONFERENCE CENTER FOR LODGING OR MEAL NEEDS. COMPLETE THE ATTACHED REGISTRATION FORM. MJJ MAKES ALL ARRANGEMENTS.

Dress for the seminar is extremely casual and comfortable – sweatshirts, jeans, etc. There will be some outside walking between sleeping cabins, dining areas, group sessions, and classrooms, so prepare for a variety of weather and terrain.

WAIVER OF PARTICIPATION

This seminar is mandatory for all family division/juvenile [court] staff requiring certification. However, MJJ has developed a “waiver” process for staff holding the following minimum credentials:

1. a. A master's degree in social sciences or a related human services field, of which at least two semester credits must be in the area of counseling techniques with youth; and/or
b. Possession of appropriate state of Michigan licensure; including, but not limited to, licensed professional counselor, licensed/limited licensed psychologist, certified/licensed social worker, or licensed family therapist.
2. Alternative qualifications that demonstrate the applicant's knowledge, skills, and abilities *clearly exceed* the minimum requirements of the Administrative Order. Alternative qualifications will be considered on a case-by-case basis.

To exercise the “waiver”, you must provide sufficient evidence of the above minimum credentials, and/or alternative qualifications, along with the attached registration form. MJJ will review your request and provide a response within 10 business days.

QUESTIONS

If you have any questions or would like further information concerning the seminar, registration, or waiver process, please contact Peter Stathakis, Program Manager, at (517) 373-7607 or stathakisp@courts.mi.gov; or Anne DeMarco, Program Assistant, at (517) 373-7349 or demarcoa@courts.mi.gov.

REGISTRATION DEADLINE: FRIDAY, MARCH 25, 2016

REGISTRATION FORM
MICHIGAN SUPREME COURT-MICHIGAN JUDICIAL INSTITUTE
Basic Interviewing, Counseling, and
Communication Techniques Seminar

April 27 - April 29, 2016
Ralph A. MacMullan Conference Center
Higgins Lake, Michigan

Please complete this form and e-mail, fax, or send by mail to:

Anne DeMarco, Program Assistant
Michigan Judicial Institute
P.O. Box 30205
Lansing, MI 48909
Fax: (517) 373-7615
demarcoa@courts.mi.gov

Name: (Ms. / Mr.)	
Title:	
Court:	
Court Address:	
Telephone:	
E-Mail:	

Have you successfully completed the certification examination?

____ Yes

____ No

Month ____ Year ____

Are you a full-time juvenile probation officer/caseworker?

____ Yes

____ No

Explain: _____

Are you a detention home employee?

____ Yes

____ No

Time employed in current position:

____ Years

____ Months

Time employed in court system:

____ Years

____ Months

Educational level:

Major:

REQUEST FOR WAIVER

- ☐ I request a waiver of the *Basic Interviewing, Counseling, and Communication Techniques Seminar*.
I hold the following minimum credentials:

1. a. *A master's degree in social sciences or a related human services field, of which at least two semester credits must be in the area of counseling techniques; and/or*
- b. *Possession of appropriate state of Michigan licensure; including, but not limited to: licensed professional counselor, licensed/limited licensed psychologist, certified/licensed social worker, or licensed family therapist.*
2. *Alternative qualifications (that clearly exceed the minimum requirements of the Administrative Order) will be considered on a case-by-case basis.*

ATTACH VERIFICATION OF CREDENTIALS OR ALTERNATIVE QUALIFICATIONS.

LODGING ACCOMMODATIONS

Double-occupancy lodging assigned by the Michigan Judicial Institute is available. Please indicate your lodging requirements below.

Lodging Requested (check all that apply)

☐ I will not require lodging.

I will require lodging (check all that apply).

☐ Wednesday evening, 4/27/2016

☐ Thursday evening, 4/28/2016

☐ If available, I would like single-occupancy lodging. I understand that I will be responsible for the additional cost (\$37.50 per night, plus taxes).

Preferred roommate:	<hr/>
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I am a _____ smoker _____ nonsmoker

☐ I will arrive by 12:00 noon for lunch on Wednesday, April 27.

Please list below any special accommodations due to a disability, OR DIETARY NEEDS that you require during your stay.

SEMINAR/LODGING CANCELLATION

MJI arranges guaranteed room reservations based on your request. **The RAM Conference Center has a 14-day cancellation policy. Please direct all room changes and/or cancellations to Anne DeMarco, Program Assistant, at (517) 373-7349, no later than 1:00 p.m. on Monday, April 11.** If you do not cancel your reservation and/or fail to utilize your lodging, **YOU** will be personally billed for the cost of your room and meals.

Required Signatures ▼	
Applicant Signature	Date
<i>I certify that the applicant is a full-time juvenile division probation officer/caseworker who meets the minimum requirements of Michigan Supreme Court Administrative Order 1985-5 which states: "A probation officer/caseworker . . . must complete the Michigan Judicial Institute certification training for juvenile court staff within two years after date of employment."</i>	
Chief Judge or Court Administrator Signature and e-mail address	Date

REGISTRATION DEADLINE: FRIDAY, MARCH 25, 2016

Please make a copy of this application form for your records. If you register to attend this seminar and do not receive a confirmation letter at least 10 days prior to the seminar date(s), please contact MJI.